



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: CJP-06-143A-(CP) (DEU)

JOB TITLE: MENTAL HEALTH COUNSELOR, GS-0101-09/GS-0101-11

AREA OF CONSIDERATION: All Sources

OPENING DATE: 09/08/2006

CLOSING DATE: 09/25/2006 Applications must be received by 5:00 p.m. E.D.T.

PROMOTION POTENTIAL: GS-11

STARTING SALARY: GS-09, \$44,856 pa GS-11 \$54,272

APPLICANTS MUST PROVIDE A COPY OF THE REQUESTED PROFESSIONAL LICENSES OR CERTIFICATIONS TO RECEIVE CONSIDERATION

Mental Health Counselor GS-0101-09/GS-0101-11, (9 Positions), Court Services & Offender Supervision Agency (CSOSA), Community Justice Programs (CJP), Re-Entry and Sanctions Center (RSC), Washington, DC.

Note: Incumbents will be required to work one or more of the following shifts: 8:00 – 4:30 pm, 4:00 pm – 12:30 am or 12:00 am – 8:30 am. Incumbents will also be required to work weekends.

Note: This vacancy announcement was Amended to change the required KNOWLEDGE, SKILLS, and ABILITY statements.

THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.

DUTIES: The incumbent is the Mental Health Counselor and provides the full range of assessment and counseling services to offenders/defendants on an assigned unit, and facilitates group modules and observes offender/defendant's participation in groups led by others. Conducts initial intake interviews and evaluations of offenders/defendants with a confirmed co-occurring disorder or dual diagnosis. Conducts initial interviews with offenders/defendants to obtain and record accurate information concerning the offender/defendant's substance abuse history, past mental history and current mental health condition. Provides orientation for the offender/defendant in the facility, conducts searches of the offender/defendant and the offender/defendant's belongings, and secures offender/defendant's property. Assists offenders/defendants with paperwork and enrollment procedures for community based treatment and support programs. Performs preliminary screening of offenders/defendants and observes offender/defendant's behavior on an ongoing basis to identify symptoms of decomposition.

Responds to offender/ defendant's needs by securing appropriate medical services to promote stabilization (i.e., emergency psychiatric assignment, detoxification, etc.) Delivers and participates in individual and group counseling that supports the offenders and defendant's mental and emotional stability and level of functioning; and promotes treatment readiness. Observes offender/defendant's progress in the counseling setting. Assures offender/defendant's compliance with recommended interventions including medications, dietary and nutritional requirements, disciplinary actions and program needs. Attends meetings or provides vital information used in interdisciplinary team setting to assess the offender/defendant's needs. Demonstrates cultural competencies in providing services to a diverse group of offenders/defendants. Delivers psycho-educational modules that focus on substance abuse and substance abuse treatment readiness for offenders/defendants with diagnosed mental health conditions. Maintains accurate progress notes that detail offender/defendants' observed behaviors, and participation and progress in Re-Entry Sanctions Center programs and activities. Assists the unit manager in maintaining unit safety, security and order.

QUALIFICATIONS: Applicants must have 1 year of specialized experience equivalent to the next lower grade level. Specialized experience is experience in or directly related to the position to be filled and which has equipped the applicant with the Selective Placement Factor (SPF) and the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. Specialized experience is experience providing the full range of assessment and counseling services to offenders in an assigned unit, and facilitate group modules, conduct initial intake interviews and evaluations of offenders with a confirmed co-occurring disorder or dual diagnosis to obtain and record accurate information concerning the offender's substance abuse history and current mental health condition. Additional specialized experience includes preparing and reviewing written case products.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and, training and the selective placement factor. If you meet the basic qualification requirements and the Selective Placement Factor, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

TO RECEIVE CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

YOU MUST PROVIDE A CURRENT COPY OF LICENSE(S) AND/OR CERTIFICATION(S) TO VERIFY THAT YOU POSSESS THE SELECTIVE PLACEMENT FACTOR.

SELECTIVE PLACEMENT FACTOR:

All applicants must possess a current licensure or certification as a Licensed Professional Counselor (LPC), Certified Addictions Counselor Level I (CAC-I)), Certified Mental Health Specialist OR comparable certification in a social science discipline such as psychology or social work. (A current copy must be attached to receive consideration.)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to provide direct substance abuse services to dually diagnosed adult offenders/defendants and/or offenders/defendants with co-occurring mental health disorders.

2. Specialized knowledge of the social and psychological needs, problems, attitudes, and behavior patterns for offenders/defendants with acute psychiatric or emotional disorders sufficient to provide basic counseling.
3. Knowledge of the diagnosis and treatment of substance abuse, and terminology of mental health services sufficient to review and report offender/defendants' substance abuse history and service requirements.
4. Skill in oral communications to a variety of audiences, including combative, defiant and sometimes unwilling participants sufficient to provide crisis intervention and methods to deescalate threatening situations.
5. Extensive skills in written communications sufficient to create and develop records/ notes that detail offender/defendants' program progress, needs, and referral recommendations.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the Selective Placement Factor, and KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address the Selective Placement Factor and each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each SPF/KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the qualification requirements and SPF/KSAs listed above. You must also provide detailed evidence of the SPF/KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: It is the candidates' responsibility to include all requested information on the application (whatever form is utilized), and provide all necessary documentation needed to evaluate their qualifications for the position. A complete application must include: (1) an application (i.e., OF-612: Optional Application for Federal Employment, or resume which follows the instructions of the OPM flyer "Applying For A Federal Job" (OF-510). Resume must include the announcement number, title, and grade of job for which you are applying, full name, address, phone number, social security number, name, city, and state of any college and/or university attended, major(s), and type and year of degree(s) received (if no degree received, list total quarter and/or semester hours earned), and employment history with position titles, dates, salaries, duties, supervisor's name, and phone number; (2) a current copy of the licensure or certification requested in the selective placement factor; (3) responses to the identified knowledge, skills, and abilities listed above; and (4) when applicable, the items requested below. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

Veterans: Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with an SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10-point veteran preference.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Carlos Perkins on (202) 220-5449, or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAJobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Appointment will require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

SHIFT WORK IS REQUIRED AND SELECTED APPLICANTS WILL BE REQUIRED TO WORK THE SCHEDULED SHIFT.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.